



Case Number: _____

2016 Land Use Application Form

(An individual application for each application is also required)

Application Type	Fee	Escrow ¹	*Additional App. Req'd
Administrative Subdivision (<i>Simple Plat or Lot Split</i>)	\$300.00	\$1,000.00	Yes
Concept Review	\$100.00	\$1,000.00	Yes
Conditional or Interim Use Permit	\$275.00	\$1,000.00	Yes
Easement Vacation (Street, Drainage/Utility)	\$275.00	\$1,000.00	Yes
Fireworks (Temporary sales and storage of)	\$100.00 + Licensing Fee	No Recording Req'd	Yes
General Planning Permit	\$100.00	\$1,000.00	Yes
Land Use Amendment	\$275.00	\$1,000.00	Yes
Ordinance Amendment	\$275.00	\$1,000.00	Yes
Plat			
Preliminary	\$275.00	\$1,500.00	Yes
Final	\$275.00	\$1,000.00	Yes
Site Plan Review	\$100.00	\$1,000.00	Yes
Subdivision Exemption	\$100.00	\$1,000.00	Yes
Variance or Appeal of Zoning Decision	\$275.00	\$1,000.00	Yes
Zone Change	\$275.00	\$1,000.00	Yes
RECORDING FEE (Apps w/No Escrow)	\$46.00		Yes
Professional Staff Services	\$50.00 per hour		

1. Escrow deposit applied to consulting, legal, engineering, and professional staff services. Costs incurred above the escrow amount will be billed monthly. Remaining balances will be refunded to the party that posted the escrow.

Information will be sent via email unless otherwise requested.

Property Information *(please print)*

Address: _____ Parcel Number: 75 - _____ - _____ (Please attach complete legal description)

Applicant Information *(please print)*

Name: _____ E-mail address: _____

Address: _____
Street City State Zip Code

Phone (w): _____ Fax: _____ Phone (h) : _____

Signature: _____ Date: _____

Property Owner Information *(please print)* Same as Applicant ☐ Different, as below ☐ (Check one)

Name: _____ E-mail address: _____

Address: _____
Street City State Zip Code

Phone (w): _____ Fax: _____ Phone (h) : _____

Signature: _____ Date: _____

Purpose of Fees and Escrow

Fees

The application fees are used for staff time for the assembly and distribution of the application materials, administration of internal and public meetings, publication of the public hearing notice in the Elk River Star News, and for postage to mail the required notices to adjacent properties. These fees do not include professional staff review time, recording fees or additional publication fees.

Escrow

The escrow is used to pay consultants (engineering, legal, environmental) for review of land use cases, hours applied to an application by professional staff as well as recording and publication fees, where required. Staff hours may include time spent on review, site visits, documentation, inspections up to an including final inspection. Once the escrow is used, the applicant or responsible party will be billed for all additional services (see Agreement to Pay Costs of Review).

The applicant, at completion of their project, may request a refund on all unused funds.

Agreement to Pay Costs of Review

It is the policy of the City of Elk River to require applicants for land use approvals and licenses to reimburse the City for costs incurred by the City in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the City. These costs include all of the City's out-of-pocket costs for expenses, including the City's costs for review of the application by the City's environmental Consultant, City Engineer, Planning staff, City Attorney, or other consultants, recording fees, necessary publication costs excluding public hearing notices. Additionally, these costs do include actual time spent by professional staff on a particular application.

The City will invoice the applicant for these costs as they are incurred, and payment will be due within thirty (30) days. If payment is not received as required by this agreement, the City may suspend the application review process and may deny the application for failure to comply with the requirements for processing the application. Payment for costs will be required whether the application is granted or denied.

The undersigned has received the City's policy regarding the payment of costs of review, understands that reimbursement to the City of costs incurred in reviewing the application will be required as set forth in the policy, agrees to reimburse the City as required in the policy and make payment when billed by the City, and agrees that the application may be denied for failure to reimburse the City for costs as provided in the policy. The undersigned agrees that unpaid fees may be assessed to property taxes, with penalty.

Billing Information Same as Applicant ☐ Same as Property Owner ☐ Different, as below ☐ (Check one)

Name: _____ E-mail address: _____

Address: _____
Street City State Zip Code

Phone (w): _____ Fax: _____ Phone (h) : _____

Signature: _____ Date: _____

Print Name: _____

Information

Correspondence to and from Staff is considered public information, except for personal information, including email addresses.

Primary City Staff Resources

Please contact the Elk River staff if you have questions regarding the submittal requirements for your application:

Planning Manager

Zack Carlton

763.635.1035

zcarlton@ElkRiverMN.gov

City Engineer

Justin Femrite

763.635.1051

jfemrite@ElkRiverMN.gov

Administrative Community Development Assistant

Debbie Huebner

763.635.1032

dhuebner@ElkRiverMN.gov

Environmental Technician

Kristin Mroz

763.635.1068

kmroz@ElkRiverMN.gov

Senior Planner

Chris Leeseberg

763.635.1033

cleeseberg@ElkRiverMN.gov

Building Official

Bob Ruprecht

763.635.1066

bruprecht@ElkRiverMN.gov

Planner

BrieAnna Simon

763.635.1034

bsimon@ElkRiverMN.gov

Fire Marshall

Cliff Anderson

763.635.1110

canderson@ElkRiverMN.gov

Other Resources

Elk River Municipal Utilities

General Manager

Troy Adams

13069 Orono Parkway

Elk River MN 55330

763.635.1334

tadams@elkriverutilities.com

CenterPoint Energy (Minnegasco)

Melissa Lisher

612.321.4381

melissa.lisher@centerpointenergy.com

Andrew Balgobin

andrew.balgobin@centerpointenergy.com

Sherburne County

County Engineer

Rhonda Lewis

425 Jackson Ave

Elk River MN 55330

763.765.3300

rhonda.lewis@co.sherburne.mn.us

Northern Natural Gas Company

Regional Manager, Right-of-Way

Elizabeth E. Babcock

1120 Centre Pointe Drive

Suite 400

Mendota Heights, MN 55120

651.456.1735

Elizabeth.Babcock@nngco.com

Connexus Energy

nancyc@connexusenergy.com

kathyz@connexusenergy.com

How To Obtain a List of Property Owners Within 350 Feet

Required for the following applications ONLY:

1. Conditional or Interim Use Permit
2. Easement Vacation
3. Land Use Amendment
4. Preliminary Plat
5. Variance
6. Zone Change

Mailing labels and legal descriptions for property owners within 350 feet* of the application parcel can be obtained from Sherburne County Public Works Office-GIS, 13880 Business Center Drive NW, Elk River, MN 55330 (Phone: 763.765.3311)

***Please note: If the property is on the border of Elk River city limits, you will need to obtain mailing labels from that neighboring city or township for the property owners within 350'. (Ask Public Works staff if you are unsure about where/how to do this.)**

The fee for this service is \$45.00 plus the following charges:

- \$0.05 cents /per label
- \$0.25 cents/per page of printed legal descriptions
- 6.875% sales tax on the cost of the labels and legal pages

Please bring this form with you to Public Works, with the following information:

Legal Description of Property
On City of Elk River Application:

PID # 75-_____-_____

Name of Property Owner (Tax Payer) _____

Name of person
Making request: _____ Daytime Phone: _____

Mailing Address: _____

2016 Planning Commission & City Council Meeting Schedule

For Review of Planning Applications

APPLICATION DEADLINE —ONLY CC APPROVAL	APPLICATION DEADLINE – BOTH PC & CC APPROVAL	WETLAND TECHNICAL EVALUATION PANEL*	PLANNING COMMISSION - BOARD OF ADJUSTMENTS**	CITY COUNCIL
Jan 25	Dec 28	Jan 14	Jan 26	Feb 16 (Tues.)
Feb 29	Jan 25	Feb 11	Feb 23	Mar 21
Mar 28	Feb 29	Mar 10	Mar 22	Apr 18
Apr 25	Mar 28	Apr 14	Apr 26	May 16
May 31 (Tues.)	Apr 25	May 12	May 24	Jun 20
Jun 27	May 31 (Tues.)	Jun 9	Jun 28	Jul 18
Jul 25	Jun 27	Jul 14	Jul 26	Aug 15
Aug 29	Jul 25	Aug 11	Aug 23	Sep 19
Sep 26	Aug 29	Sep 8	Sep 27	Oct 17
Oct 31	Sep 26	Oct 13	Oct 25	Nov 21
Nov 28	Oct 31	Nov 10	Nov 22	Dec 19
Dec 27 (Tues.)	Nov 28	Dec 8	Dec 27	Jan 17 (Tues.)
Jan 30	Dec 27 (Tues.)	Jan 12 (2017)	Jan 26 (2017)	Feb 21 (Tues.)

* Major revisions to projects as a result of the Wetland Technical Evaluation Panel review will cause a tabling to the following month's Planning Commission meeting.

Applications requiring only City Council review

- Easement Vacation
- Administrative Subdivision (Simple Plat or Lot Split)
- Final Plat

Applications requiring both Planning Commission and City Council review:

- Preliminary Plat
- Conditional Use Permit
- Interim Use Permit
- Zone Change
- Appeal
- Land Use Amendment
- Ordinance Amendment
- ** Variances – Planning Commission meets as Board of Adjustments
(Automatic appeal to City Council if denied)

ALL REQUIRED APPLICATION MATERIALS MUST BE SUBMITTED BY THE DEADLINE OR YOUR APPLICATION WILL BE POSTPONED TO THE NEXT MONTH